

Permanent Personnel Record (Microfiche) Management

Proofreading your record. Be very careful to proofread your record for any missing information such as FITREPS/EVALS, special schools, awards, qualifications, and other related items. Careful record preparation is very important for the selection board process. If you are missing information, the correct departments to contact are listed below.

Correcting your record - To request technical corrections to your Permanent Personnel (Microfiche) Service Record, please contact:

Commander, Navy Personnel Command
PERS 313 Customer Service
PERS 313D
5720 Integrity Drive
Millington, TN 38055-3130

For questions call DSN 882-3596 or Commercial (901) 874-3596

Fitness Reports - If you are missing a fitness report or evaluation from your microfiche, send a copy to:

Commander, Navy Personnel Command
PERS 311
5720 Integrity Drive
Millington, TN 38055-3110

If mailing FedEx or Certified Mail:

Commander, Navy Personnel Command
PERS 311
Bldg 769 - Wood Hall
5751 Honor Drive
Millington, TN 38055-3110

For questions call DSN 882-3313/5/6 or Commercial (901) 874-3313/5/6

Microfiche - Order your microfiche online at BUPERS Access. It will be mailed to your command - (To your command's official address). No fax or signature required! Log on to BUPERS Access, click Programs and then Microfiche Req. BUPERS Access should be your primary source for obtaining your Microfiche. Only if you cannot access BUPERS Access should you fax or mail in the Microfiche Order form and mail or fax it to PERS-313C.

Commander, Navy Personnel Command
PERS 313C
5720 Integrity Drive
Millington, TN 38055-3130

For questions call DSN 882-3407/08/10/18 or (901) 874-3407/08/10/18, or
FAX to DSN 882-2664 or (901) 874-2664

Officer Data Card (ODC) - An ODC is automatically generated on a yearly basis to each active duty naval officer. One copy of the ODC is forwarded to each officer in a "duty" status according to grade as follows:

Lieutenants - January
Ensigns, Warrant Officers and Flag Officers - April
Lieutenant Commanders and Commanders - July
Lieutenants (Junior Grade) and Captains - October

You may order your Officer Data Card by writing or faxing:

Commander, Navy Personnel Command
PERS 312G
5720 Integrity Drive
Millington, TN 38055-3120

For questions call DSN 882-3290/4846/3392 or (901) 874-3290/4846/3392, or FAX to DSN 882-2660 or (901) 874-2660

Awards - Submit missing personal awards to:

(SECNAV Awards Board & Unit Awards)
Navy Department Board of Decorations and Medals
ATTN: NO9B13
2000 Navy Pentagon
Washington, DC 20350-2000

DSN 325-1770 or Commercial (202) 685-1770

(CNO Awards Board & Personal Awards)
Chief of Naval Operations
Board of Decorations and Medals
ATTN: NOB913
2000 Navy Pentagon
Washington, DC 20350-2000

DSN 288-4992 or Commercial (202) 433-4992

Photographs - All officers are required to submit an official photograph within three months of pinning on a new rank. For selection on boards, ensure you have a photograph in your current paygrade prior to the board convening date. Your full length photograph, in khakis, should be submitted on a NAV1070/10 form to:

Commander, Navy Personnel Command
PERS 313C
5720 Integrity Drive
Millington, TN 38055-3130

For questions call DSN 882-4846 or (901) 874-4846, or FAX to DSN 882-2660 or (901) 874-2660

New Items - You may submit new items for inclusion in your Permanent Personnel (Microfiche) Service Record to:

Commander, Navy Personnel Command
PERS 313C1
5720 Integrity Drive
Millington, TN 38055-3130

For questions call DSN 882-3415 or (901) 874-3415, or FAX to DSN 882-2664 or (901) 874-2664